

MEMORANDUM

To: Superintendents, Principals, and MEA Test Coordinators
From: Susan Smith, MEA Coordinator, Maine Department of Education
Julie-ann Edwards, MEA Program Manager, Measured Progress
Date: December 3, 2007
Subject: Preparation Information for the 2007–08 MEA

The purpose of this mailing is to provide you with information necessary to prepare for the 2007–08 Maine Educational Assessment (MEA) administration for grades 3 through 8. **The 2007–08 MEA must be administered, including makeup sessions, between March 3 and 21, 2008.**

Testing Materials:

Schools no longer need to order standard test booklets or administration manuals. Sufficient materials (with overage) will automatically be sent for the number of publicly-funded students attending your school, based on MEDMS data. Principal/Test Coordinator and Test Administrator manuals will also be available on the DOE web site at <http://www.maine.gov/education/mea/admininfo.htm> prior to testing.

The ONLY materials that need to be ordered are large print versions of the test. These can be ordered by contacting Erin Maskwa, MEA Program Assistant at Measured Progress, no later than December 21, 2007. Erin can be reached at 1-800-431-8901 ext. 2470 or at maskwa.erin@measuredprogress.org.

Test materials will arrive in schools no later than February 26, 2008 and will be picked up by UPS on March 26, 2008.

Test Administration Workshops:

Test Administration Workshops have been scheduled for early next year as indicated in the table below. All workshops will be held from 9:00 A.M. to 12:00 P.M.

Date	Location
Tuesday, January 29, 2008	Portland – Verrillo's
Thursday, January 31, 2008	Saco – Holiday Inn Express
Tuesday, February 5, 2008	Orono – Black Bear Inn
Wednesday, February 6, 2008	Presque Isle – Northern Maine Community College
Thursday, February 7, 2008	Augusta – Maine Principals' Association

To register, please go to <http://iregister.measuredprogress.org>, select “Maine” from the drop-down list, and click on the session you would like to attend.

MEA Online:

New this year, the MEA Online is entirely web-based and the Test Delivery Server (TDS) will be centrally hosted by Measured Progress. These enhancements will significantly increase the ease-of-use and decrease the preparation work required of school technology specialists. More information about the 2007-08 MEA Online is being sent to the MLTI listserve in early December. Participation in the MEA using the MEA Online Testing System remains voluntary.

The following enclosed documents should be used to prepare for MEA test administration and are posted on the Maine Department of Education's Web site at <http://www.maine.gov/education/mea/admininfo.htm>

- **2007-08 Policies and Procedures for Accommodations and Alternate Assessment to the MEA Grades 3–8** (blue paper) All students in grades 3 through 8 will participate in the MEA through standard administration, administration with accommodations, or alternate assessment (PAAP). This document provides guidelines and a list of MEA approved accommodations codes.
- **2007-08 Process for Determining the Appropriate Avenue for Participation on the MEA/PSAT/MHSA** (pink paper)
The enclosed flowchart is intended to assist school personnel in determining the appropriate avenue of participation for students on the MEA and PAAP.
- **2007-08 MEA Grades 3-8 Testing Schedule** (salmon paper)
The enclosed test session and time allowance charts should be used to plan the MEA testing schedule in your school. Grade-level sessions must be administered concurrently within a school and in the order listed. The student questionnaire must be administered last because it asks questions about the students' testing experiences.
- **2007-08 MEA Key MEA and PAAP Dates and Contact Information** (yellow paper)
This document is a quick-reference guide to the important dates related to the MEA general and alternate assessment (PAAP) administrations. Contact information for Maine Department of Education and Measured Progress staff is also included.
- **2007-08 MEA FAQ** (green paper)
The Frequently Asked Questions (FAQ) document provides answers to the most commonly asked questions related to MEA administration.
- **Maine Educational Assessment (MEA) Operational Procedures**
This document outlining current Department policies regarding student enrollment and participation issues for the MEA is to be used in conjunction with the *Policies and Procedures for Accommodations and Alternate Assessment to the MEA Grades 3–8*. Note: At the time of this mailing, the *Operational Procedures* document was being finalized and will be posted at <http://www.maine.gov/education/mea/admininfo.htm>

Thank you for your support and assistance as we begin the twenty-third year of the Maine Educational Assessment. If you have any questions or concerns, please feel free to contact the people listed below.

Contact Information:

- **MEA policy questions** - Susan Smith, MEA Coordinator, at susan.smith@maine.gov or 624-6775
- **MEA logistical questions** - Erin Maskwa, MEA Program Assistant at Measured Progress, at maskwa.erin@measuredprogress.org or 1-800-431-8901, ext. 2470
- **MEDMS Helpdesk** - medms.helpdesk@maine.gov or 624-6896
- **MEA Online Helpdesk (Grade 8 only)** - meaonline@measuredprogress.org or 1-877-934-8378